



# IA Student Research Assistant

## *Institutional Advancement*

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*Fall/Spring 2021-22 Academic Year*

### **Duties/Responsibilities:**

Under the direction of the Vice President, Institutional Advancement and, for certain projects, in coordination with the Director of Institutional Research:

- Gather participation data from across relevant experiential programs in an effort to build a comprehensive view of students' leadership/pre-professional development profiles. Categories include, but may not be limited to, involvement in club/organization leadership roles, internship programs, athletics leadership roles, HCC courses, summer research programs, fellowships, student employment, practicums.
- Gather information on summer academic programs across national liberal arts colleges and LA-area universities, including types and lengths of courses/programs, program tuition fees, target audiences (e.g., high school students, undergraduates, working adults, etc.), faculty/department affiliations, marketing, and any other relevant information that would inform a feasibility assessment of effective program delivery.
- Gather information on undergraduate curricular and co-curricular entrepreneurship programs at liberal arts colleges.
- Gather Oxy Football film and video footage from various sources/archives.
- Additional research as needed.

### **Qualifications:**

- Experience with spreadsheet software such as Excel and Google Sheets.
- Experience documenting methodologies/processes for gathering and organizing disparate data sets.
- Strong communication skills.
- Comfortable approaching offices/programs across the College and at other institutions to request information.
- Demonstrated ability to manage confidential information responsibly.

**Start date:** Immediately

**End date:** Close of Academic Year

**Work Schedule:** TBD based on class and co-curricular schedule. Ideally days and times would fall within normal business hours.

**Hours Per Week:** 8

**Starting pay rate:** \$15/hr

To apply, please submit student employment [application](#) to [@oxy.edu](#)

